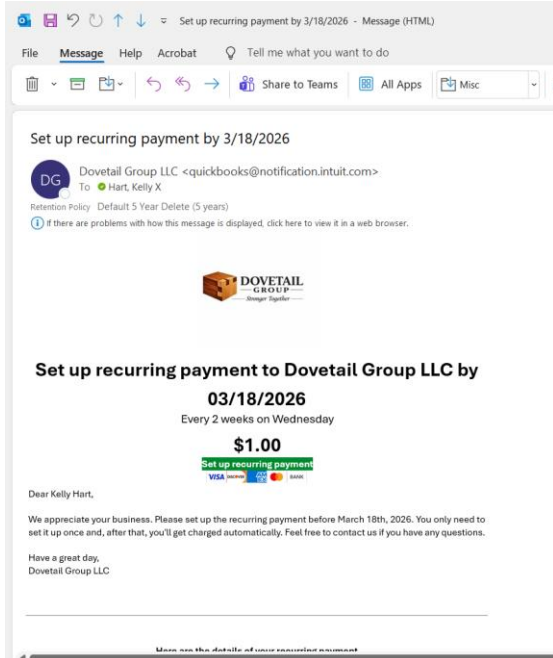


## Setting Up a Recurring Payroll Payment – Credit Card



Following is the process for establishing your recurring credit card payment for payroll.

1. Inform Dovetail Group that your preferred payment method is Credit Card (Visa, Mastercard, Discover and American Express are all accepted) Note: a 3% processing fee will be added to your bi-weekly amount.
2. Open the email from Dovetail Group LLC



3. Verify the recurring amount is accurate for your team
4. Click on “set up recurring payment”
5. You will need to create a Quickbooks account to manage this payment.
  - a. Make note of your login and password.
2. Note the frequency. Every two weeks payments will be pulled the Tuesday before paychecks are deposited for employees on Friday.
6. Identify the method by which you would like to pay. Options include:
  - a. Credit Card (Visa, Mastercard, Discover, Amex)
  - b. ACH do not establish ACH payments here – contact kelly hart at [dovetailgroupbenefits@gmail.com](mailto:dovetailgroupbenefits@gmail.com) to arrange for systematic pulls from your bank account.
7. Check the box and click “Agree and Pay”

**If you need to process a bonus**

- Dovetail group will send you a one-time payment request for the amount.
- You can select from any “saved” payment types to pay.
- Payments must be received in advance of payment to an employee.

### **Mid Year Adjustments**

- If you hire a new employee, let an employee go or if your quarterly true ups illustrate an over or under payment, Dovetail group will send you an updated payment request reflecting the new dollar amount to be pulled every two weeks moving forward.

If you have questions or need help please contact Kelly Hart at [dovetailgroupbenefits@gmail.com](mailto:dovetailgroupbenefits@gmail.com) or call at 651.756.0063.